

Professional and Managerial Branch
General Administration Group
Foreign Trade Zone Series

FOREIGN TRADE ZONE MANAGER

03/99 (SAC)

Summary

Under direction, administer, coordinate and promote the El Paso Foreign Trade Zone (FTZ) activities.

Typical Duties

Plan, develop and implement FTZ policies and programs designed to promote utilization of the FTZ. Involves: developing and conducting marketing efforts to explain available benefits and suitability of the FTZ to prospective tenants; interpreting and explaining rules, regulations, fee schedules and related information to FTZ tenants; meeting with U.S. Customs and other governmental officials and FTZ tenants or their representatives to resolve problems requiring interpretations of rules and regulations such as those concerning potential fines and penalties or to securing approval of proposed manufacturing operations in the FTZ; evaluating the results of FTZ operations and preparing financial, statistical or operating status and results reports and correspondence, as necessary; making recommendations on such matters as fee schedules and tariffs.

Assure documentation complies with U.S. Customs and FTZ laws, regulations, policies and procedures and the City's FTZ Grant and work directly with customers to facilitate movement into and out of the FTZ. Involves: interpreting and applying U.S. Customs directives, rulings, regulations and procedures relative to FTZ operations; providing training and assisting tenants in "start up" of FTZ related inventory control, security, and U.S. Customs documentation processing procedures; examining customer records, reports, and operating practices for compliance with regulations and recommending improvements to inventory control and cargo security systems as appropriate; maintaining comprehensive inventory control tracking system to monitor all goods and merchandise imported, exported and stored in the FTZ; receiving and releasing "in-bond" merchandise and processing U.S. Customs documentation in accordance with current law; overseeing billing of users for FTZ fees.

Supervise assigned personnel. Involves: maintaining harmonious management-employee relations; scheduling, assigning, instructing in and guiding, and checking work; conducting or arranging for employee training and development; appraising performance; effectively participating in hiring and terminating, counseling, disciplining or changing status of subordinates; enforcing personnel rules and regulations including those pertaining to standards of conduct, attendance, safety and work practices.

Perform related professional and managerial duties as assigned. Involves: participating in local, regional and national organizations concerning trade, transportation and U.S. Customs issues; substituting for subordinates during temporary absence to maintain continuity of services and operations, or for supervisor regarding designated FTZ issues, if assigned; prepare annual section budget, and monitor and authorize expenses; direct preparation of publicity, including brochures and trade show exhibits.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Management, Business or Public Administration, or a related field and five (5) years professional experience in economic development, international commerce, manufacturing, or in a government agency regulating international or interstate commerce; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: managerial practices and procedures; import/export procedures and associated documents; manufacturing or warehousing inventory control systems. Good knowledge of: applications of generally accepted accounting principles; contract law; FTZ regulations and procedures; local, national and international business and industry, including U.S./Mexican border industrialization and "Twin-Plant" operations. Some knowledge of supervisory techniques.

Ability to: develop and interpret policies and procedures; plan and coordinate foreign trade zone activities; design, analyze and implement alternate zone operational plans; read, understand and interpret complex federal regulations; enforce regulations tactfully and impartially; establish and maintain effective working relationships with representatives of private industry, government officials, fellow employees and the general public; supervise, train and evaluate assigned personnel; express oneself clearly and concisely, both orally and in writing; maintain records and prepare reports; compile and interpret data; analyze and make recommendations in manual and automated inventory control systems; coordinate and direct manual and automated data gathering activities; prepare and deliver public presentations.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head

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